



# Municipal Court Open Records Information & Request

The Village of Bellevue Municipal Court hears all traffic and municipal ordinance violations for which the penalty is a forfeiture pursuant to Wis. Stats. Sections 755.11 and 800.11.

The Bellevue Municipal Court office, located in the Public Safety Bldg., 3100 Eaton Rd, Bellevue, Wisconsin, is the keeper of the Bellevue Municipal Court records and may be accessed by the public during the regular established court hours of Monday – Thursday 9am – 5pm and Friday 9am – 1pm. Hours may vary as necessary; an appointment is recommended for in person inspection.

Certain records or portions of records retained at the Bellevue Municipal Court are exempt from inspection and/or copying pursuant to §19.36(2), 895.50, 905.09 and 905.10 Wisconsin State Statutes and to the federal Freedom of Information Act.

Copy cost is \$.25 per page. If the total estimated cost of reproduction and/or location of a record exceeds \$5.00, prepayment maybe required before the record is provided.

**\*TO REQUEST INSPECTION AND/OR COPIES OF RECORDS, FILL OUT THE FORM BELOW AND SUBMIT IT BY EMAIL OR BY POSTAL MAIL TO THE LEGAL CUSTODIAN:**

BELLEVUE MUNICIPAL COURT JUDGE RONALD METZLER  
3100 EATON RD.  
BELLEVUE, WI 54311

## I AM REQUESTING THE FOLLOWING RECORD:

Date of Offense: \_\_\_\_\_ Name of Offense: \_\_\_\_\_

Citation or Case Number: \_\_\_\_\_

Defendant Name: \_\_\_\_\_ Defendant Date of Birth: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Contact Number: \_\_\_\_\_

*We'll call you when your request is ready.*

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OFFICE USE

Cost @ \$.25/page: \_\_\_\_\_



*Form must be downloaded/saved to your device to submit electronically.*